

# **STANDING RULES AND ORDERS OF THE SENATE**

## **I. GENERAL PROVISIONS**

1. (a) The Senate shall be convened every legislative day at 1:30 P.M. unless the Senate by motion adopted by a majority vote shall have agreed to convene at some other hour. In the event of a discrepancy in the convening time posted, the time announced from the floor at the close of the preceding session day shall control.

(b) The announced convening time of the Senate may be changed after the Senate has adjourned with the agreement of the President Pro Tempore and the Minority Floor Leader.

2. (a) Except as specified in subsection (b), a quorum consisting of two-thirds of the Senators elected must be present to do business.

(b) Twenty-five Senators with the President, or Twenty-six Senators in the absence of the President with the President Pro Tempore presiding or having chosen a Senator to preside if the President Pro Tempore is absent shall be authorized to do the following:

Call a Senator.

Compel the attendance of absent Senators.

Make an order for censure.

Adjourn.

3. Every Senator shall be present at all meetings of the Senate unless excused by the President Pro Tempore.

4. (a) Every Senator shall vote on each question put except as provided by this Rule.

(b) A Senator may request to be excused from voting on a question because of a direct personal or pecuniary interest, pursuant to Senate Rules 94 and 95. Whether a Senator has a direct personal or pecuniary interest so as to be excused from voting on a question shall be decided without debate.

(c) When presiding over the Senate, the President Pro Tempore or other Senator designated to preside shall not be required to vote unless necessary to break a tie or to provide a constitutional majority.

(d) This Rule shall not be construed as denying or abridging the right

of a Senator to vote on any question.

5. (a) The regular order of transacting business shall be as follows:

- (1) The President takes the chair.
- (2) Senate called to order.
- (3) Prayer.
- (4) Pledge of Allegiance.
- (5) Roll Call.
- (6) Introduction of bills.
- (7) Reports of standing committees.
- (8) Introduction of petitions, memorials and remonstrances.
- (9) Reports of select committees.
- (10) Senate Resolutions.
- (11) Concurrent Resolutions.
- (12) Joint Resolutions.
- (13) Messages from the House.
- (14) Senate bills on second reading.
- (15) Senate bills on third reading.
- (16) House bills on first reading.
- (17) House bills on second reading.
- (18) House bills on third reading.
- (19) Senate bills from conference committees.
- (20) House bills from conference committees.

(b) The regular order of business may be suspended upon a majority vote of the Senators present and voting.

(c) If the regular order of business is suspended by reason of adjournment or otherwise, upon reassembling or upon completion of the business which caused the suspension, the business of the Senate shall be resumed at the place where the regular order of business was suspended.

(d) The Journal of the previous days shall not be read to the Senate except upon a motion signed by five (5) Senators, concurred in by a constitutional majority of the Senate.

6. Every bill, resolution or other matter before the Senate on the calendar or otherwise capable of being acted upon by the Senate shall at

the adjournment sine die of any session of the General Assembly be deemed to have failed. However, this rule does not apply to the reconsideration of a bill vetoed by the Governor pursuant to Article 5, Section 14 of the Indiana constitution and returned to the Senate prior to adjournment sine die.

7. The standing rules and orders of the Senate shall be an item of business in the first regular session of a term of the General Assembly. The Rules and Legislative Procedure Committee shall develop the standing rules and orders to be presented to the Senate for adoption. The standing rules and orders, upon adoption, shall govern the Senate for the term of the General Assembly, unless amended or suspended.

8. Mason's Manual and Jefferson's Manual shall apply to all points not covered by these Rules and, whenever there is a conflict between said Manuals, Mason's Manual shall govern. The Principal Secretary shall at all times maintain a copy of said Manuals in the Principal Secretary's Office, the Office of the Majority Attorney, and the Office of the Minority Attorney.

## **II. DECORUM, DEBATE AND MOTIONS**

### **A. Decorum and Debate**

9. (a) The President Pro Tempore shall preside over the Senate when the President is absent or steps down from the Chair. Whenever presiding over the Senate, the President Pro Tempore shall at any time have the right to designate a member of the Senate to preside in place of the President Pro Tempore. In the absence of the President and the President Pro Tempore, the Majority Floor Leader shall preside over the Senate.

(b) In the case of death or resignation of the President Pro Tempore, the Majority Caucus Chair shall serve as Temporary President Pro Tempore until the election of a President Pro Tempore by the members of the Senate pursuant to subsection (d) of this rule. If the Majority Caucus Chair is unable to serve as Temporary President Pro Tempore, the individuals holding the following positions shall serve as Temporary President Pro Tempore in the order listed:

- (1) Majority Floor Leader.
- (2) Majority Whip.
- (3) Assistant President Pro Tempore.

(4) Assistant Majority Floor Leader. If two (2) individuals hold the position of Assistant Majority Floor Leader, the individual having served in that position the longest shall serve as Temporary President Pro Tempore.

(5) Assistant Caucus Chair. If two (2) individuals hold the position of Assistant Caucus Chair, the individual having served in that position the longest shall serve as Temporary President Pro Tempore.

- (6) Assistant Majority Whip.

(c) Whenever the Majority Caucus Chair, or any member listed in the order of succession, files with the Ranking Member of the Rules and Legislative Procedure Committee a written statement suggesting that the President Pro Tempore is unable to perform the duties of the office because of incapacity, the Ranking Member shall convene the Committee within twenty-four (24) hours to decide the question. The President Pro Tempore, who serves as Chair of the Committee, shall not preside over the meeting of the Committee under this rule. However, the President Pro Tempore shall be permitted to vote on the question as a member of the committee. If the Committee finds that the President Pro Tempore is unable to perform the duties of the office, the Majority Caucus Chair shall serve as Temporary President Pro Tempore until the election of an Acting President Pro Tempore by the caucus of the President Pro Tempore pursuant to subsection (e) of this rule. If the Majority Caucus Chair is unable to serve as Temporary President Pro Tempore, the individuals holding the following positions shall serve as Temporary President Pro Tempore, in the order listed:

- (1) Majority Floor Leader.
- (2) Majority Whip.
- (3) Assistant President Pro Tempore.

(4) Assistant Majority Floor Leader. If two (2) individuals hold the position of Assistant Majority Floor Leader, the individual having served in that position the longest shall serve as Temporary President Pro Tempore.

(5) Assistant Caucus Chair. If two (2) individuals hold the position of Assistant Caucus Chair, the individual having served in that position the longest shall serve as Temporary President Pro Tempore.

(6) Assistant Majority Whip.

(d) If the President Pro Tempore dies or resigns when the Senate is in session, the full Senate shall meet within forty-eight (48) hours to elect a new President Pro Tempore. If the President Pro Tempore dies or resigns when the Senate is not in session, the full Senate shall meet within five (5) calendar days to elect a new President Pro Tempore.

(e) If the President Pro Tempore is found unable to perform the duties of the office under subsection (c) when the Senate is in session, the caucus of the President Pro Tempore shall meet within forty-eight (48) hours to elect an Acting President Pro Tempore. If the President Pro Tempore is found unable to perform the duties of the office under subsection (c) when the Senate is not in session, the caucus of the President Pro Tempore shall meet within five (5) calendar days to elect an Acting President Pro Tempore. The full Senate is not required to meet to approve the election of an Acting President Pro Tempore by the caucus.

(f) The Temporary President Pro Tempore and the Acting President Pro Tempore shall exercise all of the duties and powers granted to the President Pro Tempore under the Standing Rules and Orders of the Senate.

(g) The Acting President Pro Tempore shall serve until the Rules and Legislative Procedure Committee determines that the President Pro Tempore is able to resume the duties of the office. The Committee shall meet within twenty-four (24) hours to determine the question upon receipt of a written statement from the President Pro Tempore that the President Pro Tempore is able to resume the duties of the office. The President Pro Tempore, who serves as Chair of the Committee, shall not preside over the meeting of the Committee under this Rule. However, the President Pro Tempore shall be permitted to vote on the question as a member of the committee.

10. The President or Chair shall preserve order and decorum; may speak to points of order in preference to Senators rising for that purpose; and shall decide questions of order.

11. (a) Decisions of the President or Chair are subject to an appeal to the Senate by any Senator.

(b) No Senator shall speak more than once on an appeal, unless the Senate grants a Senator leave to speak twice.

(c) The President or Chair who made the challenged ruling shall not preside over the Senate on the appeal, including putting the question and announcing the vote.

(d) The question on any appeal from a decision of the President or Chair shall be stated as follows:

“Shall the ruling of the Chair be sustained?”

(e) Upon any appeal from a decision of the President or Chair, a record vote shall be taken upon the question.

12. (a) When any Senator desires to speak or deliver any matter to the Senate, the Senator shall rise and respectfully address the President or Chair.

(b) When two or more Senators rise at once, the President or Chair shall name the Senator who is to speak first.

(c) Being recognized by the President or Chair, a Senator may address the Senate, but during debate shall confine comments to the question under debate, and shall not make any motion at the close of the Senator’s own speech or prefacing remarks.

(d) No Senator shall speak more than once to the same question without leave of the Senate, unless the Senator moved, proposed, or introduced the matter pending and is speaking in reply to a question or after every Senator has had an opportunity to speak on the matter pending.

(e) Once recognized by the President or chair and before making any comments on the matter, a Senator may withdraw their request to speak by stating: “Permission to withdraw my request to speak.” If permission is granted, the Senator may be recognized to speak again at a later time during debate.

(f) A Senator shall not occupy more than one-half hour to speak on any question in the Senate or in committee; provided, however, that the Senate at any time, by motion adopted by a majority of the Senators present and voting, may further limit the time for speaking.

(g) A Senator may have one minute to explain the Senator’s vote on

a bill or joint resolution if the Senator did not speak during debate on such bill or joint resolution.

(h) No Senator shall impugn the motives of any other Senator.

(i) A Senator may request the President or Chair to place the Senate in recess to allow a person who is not a member of the Senate to address the Senate only if the request has been approved in advance by the President Pro Tempore.

13. (a) Any Senator shall have the right to speak on a point of personal privilege, when recognized by the President or Chair.

(b) No Senator shall request a point of personal privilege during discussion of a bill.

(c) No Senator shall use the point of personal privilege to impugn the motives of any other Senator.

(d) No Senator shall have the right to propound any question to a Senator exercising a point of personal privilege.

14. (a) If any Senator in speaking, or otherwise, transgresses the rules of the Senate, the President or Chair shall, or any Senator may, call the Senator to order.

(b) The Senator called to order shall immediately be seated, unless another Senator moves that the Senator called to order be allowed to explain the challenged remarks and the motion is adopted by a majority of the Senators present and voting.

(c) The Senator called to order may appeal if seconded by another Senator.

(d) The Senate shall vote on the appeal of the call to order without debate.

(e) If the decision on the appeal is in favor of the Senator called to order, the Senator shall be at liberty to proceed, but not otherwise; and if the decision on the appeal is against the Senator called to order, the Senator shall be liable as to censure or such punishment as the Senate may deem proper.

(f) If a Senator is called to order for words spoken in debate, the Senator calling a Senator to order shall indicate the words to which there is an objection, but the Senator called to order shall not be censured for those words if further debate or other business has intervened.

(g) Any motion offered pursuant to this rule is not subject to Rule 17(a) and is not required to be in writing.

15. (a) Special Resolutions. All special resolutions must be scheduled with the Principal Secretary's Office before presentation on the Senate floor. Requests for presentation dates will be granted in the order received subject to the limitations in Senate Rule 45(b).

(b) General Resolutions. All general resolutions to be presented in person to the constituent at the State House must be scheduled with the Principal Secretary's Office before presentation.

16. (a) Special Resolutions.

(1) On the day the special resolution is scheduled for presentation, the author or sponsor must call the resolution down for action on the Senate floor.

(2) Presentation of the resolution will be limited to a maximum of five minutes.

(3) The resolution will be subject to a voice vote on the floor upon conclusion of the presentation unless a roll call vote is requested or a standing vote is taken for a memorial resolution.

(b) General Resolutions.

(1) Once approved by the President Pro Tempore, general resolutions will be read across the desk en masse by motion on the next session day. The motion will then be subject to a vote on the floor.

(2) Memorial resolutions will be read across the desk en masse by separate motion to allow for adoption by standing vote.

(c) Substantive Resolutions.

(1) Once assigned to committee by the President Pro Tempore, substantive resolutions will be released on a file list and read for the first time.

(2) If the substantive resolution is heard and adopted in committee, a committee report will be filed.

(3) Once the committee report is adopted, the substantive resolution will appear on the calendar and must be called down by the author or sponsor for final adoption.



- (d) Once a simple or concurrent resolution is called for action on the Senate floor, no motion to amend will be in order; however, a technical correction pursuant to Rule 35(c) shall be in order at any time a resolution is in the possession of the Senate.

## **B. Priority of Motions and Debate**

17. (a) Each motion shall be in writing, signed by the maker, and, if demand is made, seconded, except the following motions:

Motion to adjourn.

Motion to fix the time which to adjourn.

Motion to lay on the table.

Motion for the previous question.

Motion to postpone indefinitely.

Motion to commit.

Motion to call the absentees.

Motion to excuse the absentees.

Motion to call a Senator to order.

If approved by the President Pro Tempore, an electronic signature PIN may be accepted on written motions.

(b) Each written motion shall be delivered to the Reading Clerk and read aloud before debate.

(c) After being read and stated by the President or Chair, a motion shall be in the possession of the Senate, but by consent of the Senate may be withdrawn at any time before being decided upon or amended.

(d) A motion to adjourn may be made only by the President Pro Tempore or Senator designated by the President Pro Tempore.

18. (a) When a question is under debate, no motion shall be in order except the following motions which take precedence in the order listed:

1<sup>st</sup>. To adjourn.

2<sup>nd</sup>. To lay on the table.

3<sup>rd</sup>. For the previous question.

4<sup>th</sup>. To postpone to a certain time or day.

5<sup>th</sup>. To commit.

6<sup>th</sup>. To amend.

7<sup>th</sup>. To postpone indefinitely.

(b) A motion to adjourn shall always be in order, except when the previous question or a motion to take up or receive the report of the Committee on Elections concerning right of membership is pending. The motion to adjourn shall be decided without debate.

(c) The question pending on adjournment shall be resumed on the reassembling of the Senate, unless otherwise ordered by the Senate.

19. (a) When moved, the previous question shall be put in this form:  
“Shall the question be now put?”

(b) Until it is decided, the previous question shall preclude all debate and the introduction of all further amendments.

(c) The previous question having been ordered, its effect shall be to put an end to all debate and bring the Senate to a direct vote on the question then pending.

(d) When operating under the previous question, there shall be no debate or explanation of votes; provided, however, that the author or sponsor of the question then pending will have two (2) minutes to speak prior to the vote.

20. All questions relating to the priority of business and motions to table or take from the table shall be decided without debate.

### **III. OFFICERS AND EMPLOYEES**

#### **A. Selection and Appointment**

21. The first item of business at the first regular session of a term of the General Assembly shall be the election of the following:

The President Pro Tempore

The Principal Secretary

22. Each officer of the Senate shall take an oath for the true and faithful discharge of the duties of the office and shall be deemed to continue in office for the term of the General Assembly unless the officer resigns, is removed, suspended, or unable to serve, or until a successor is chosen.

23. (a) The President Pro Tempore shall appoint the following:

(1) Majority Floor Leader.

- (2) Majority Whip.
- (3) Assistant President Pro Tempore.
- (4) Assistant Majority Floor Leader(s).
- (5) Assistant Majority Whip.
- (6) Assistant Majority Caucus Chair(s).
- (7) Assistant Majority Secretary of the Senate.
- (8) Postmaster of the Senate.
- (9) Principal Doorkeeper of the Senate.
- (10) Majority Attorney of the Senate.
- (11) Deputy Secretary of Operations.
- (12) Acting Principal Secretary of the Senate, if the Principal Secretary is removed, suspended, unable to serve, or resigns.
- (13) Chief Legal Counsel.
- (b) The Majority Caucus shall elect the Majority Caucus Chair.
- (c) The Minority Caucus shall elect the following:
  - (1) Minority Floor Leader.
  - (2) Assistant Minority Floor Leader.
  - (3) Minority Caucus Chair.
- (d) The Minority Floor Leader shall appoint the following:
  - (1) Minority Whip(s).
  - (2) Assistant Minority Caucus Chair(s).
  - (3) Deputy Minority Secretary of the Senate.
  - (4) Minority Attorney of the Senate.

24. The officers and employees of the Senate shall be responsible to and under the direction of the President Pro Tempore or President Pro Tempore-elect.

### **B. Duties of Officers and Employees**

25. (a) The Principal Secretary shall keep the Journal of the Senate in due form and by signature shall attest the same.

(b) The Principal Secretary shall each day the Senate convenes prepare a calendar, listing by number and author or sponsor, each bill and joint resolution eligible for call on second reading and each bill and joint resolution eligible for call on third reading on that day, together with any

special order of business.

(c) At the end of the Principal Secretary's term of office, unless re-elected to that office, the Principal Secretary shall transmit to the Legislative Services Agency all official receipt books and official records from each session during the Principal Secretary's term of office.

26. The Legislative Services Agency shall preserve all official records and books received from the Principal Secretary for future use.

27. (a) The Doorkeeper shall attend the Senate at all times during a session unless directed otherwise by the President Pro Tempore and execute all commands duly given.

(b) When requested to call a Senator, the Doorkeeper shall do so by name.

(c) The Doorkeeper shall whenever the Senate is convened exclude from the Senate Chamber all persons except the President, Senators, officers and employees of the Senate, the Parliamentarian, members of the House, representatives of the press assigned to places on the floor of the Senate, employees of the Legislative Services Agency, persons authorized by the President Pro Tempore, former Senators, and former members of the House; provided, however, that any person, including former Senators and former members of the House, who is registered as a lobbyist shall not have access to the Senate Chamber.

### **C. Duties of Officers and Employees Pertaining to Bills**

28. (a) The Principal Secretary, or designee, shall number consecutively the bills, the joint resolutions, and the concurrent resolutions received.

(b) Upon receiving a bill or joint resolution from a Senator, the Principal Secretary, or designee, shall prepare a receipt showing the number of the bill or joint resolution and the date when received.

(c) The Principal Secretary, or designee, shall prepare and distribute to each member of the Senate, lists of all bills and joint resolutions to be introduced.

(d) The Principal Secretary shall keep all bills and joint resolutions on file in regular order.

29. When a bill has passed, it shall be certified by the Principal

Secretary, noting at the foot thereof the day of its passage.

30. When an enrolled act or bill is transferred from one party to another within or without the Senate Chambers, a receipt shall be generated to record that transaction.

## **IV. STANDING COMMITTEES AND SUBCOMMITTEES**

### **A. Committees of the Senate and Committee Appointments**

31. (a) The following shall comprise the standing Senate committees and subcommittees thereto:

- (1) Agriculture.  
Nine (9) Members.
- (2) Appropriations.  
Thirteen (13) Members.
  - a. School Funding Subcommittee.
- (3) Commerce and Technology.  
Eleven (11) Members.
- (4) Corrections and Criminal Law.  
Nine (9) Members.
- (5) Education and Career Development.  
Eleven (11) Members.
- (6) Elections.  
Nine (9) Members.
- (7) Environmental Affairs.  
Eleven (11) Members.
- (8) Ethics.  
Six (6) Members.
- (9) Family and Children Services.  
Nine (9) Members.
- (10) Health and Provider Services.  
Twelve (12) Members.
- (11) Homeland Security and Transportation.  
Nine (9) Members.

- (12) Insurance and Financial Institutions.  
Nine (9) Members.
- (13) Judiciary.  
Eleven (11) Members.
- (14) Local Government.  
Ten (10) Members.
- (15) Natural Resources.  
Nine (9) Members.
- (16) Pensions and Labor.  
Eleven (11) Members.
- (17) Public Policy.  
Ten (10) Members.
- (18) Tax and Fiscal Policy.  
Fourteen (14) Members.
- (19) Utilities.  
Eleven (11) Members.
- (20) Veterans Affairs and the Military.  
Nine (9) Members.
- (21) Joint Rules.  
Four (4) Members and President Pro Tempore as Ex Officio Member.
- (22) Rules and Legislative Procedure.  
Twelve (12) Members.

(b) Additional subcommittees may be created with the approval of the Rules and Legislative Procedure Committee.

32. (a) The President Pro Tempore or President Pro Tempore-elect shall appoint the chairperson and members of each of the standing committees and subcommittees thereto. The appointments to standing committees and subcommittees shall be reported to the Senate by the President Pro Tempore and recorded in the Journal.

(b) The chairpersons and members of the standing committees and subcommittees thereof shall continue for the term of the General Assembly unless removed by the President Pro Tempore or unable to serve.

(c) All vacancies on any committee or subcommittee shall be filled

by appointment by the President Pro Tempore or President Pro Tempore-elect of the Senate.

33. The standing committees and subcommittees thereof, in addition to interim study committees established by Indiana Code or Legislative Council, shall be the only committees or subcommittees authorized to represent the Senate during the interim periods of the General Assembly.

### **B. Specific Committees: Rights, Duties and Procedures**

34. The Committee on Elections shall have leave to report at any time on the right of a Senator to a seat by presenting its report to the Senate or by filing its report with the Principal Secretary. A report concerning right of membership shall be a question of the highest privilege and may be called up at any time by the Chairperson of the Committee on Elections or by any member of the Senate.

35. (a) A report of the Rules and Legislative Procedure Committee shall be in order at any time when no question is before the Senate.

(b) All proposed amendments to or motions to suspend the Rules shall be referred to the Rules and Legislative Procedure Committee without debate. The committee shall have the right to report at any time on any proposed change in the Rules or the order of business. A report on a proposed change in the Rules or order of business shall be immediately disposed of by a majority vote of the Senators present and voting.

(c) The Rules and Legislative Procedure Committee may correct spelling, grammatical, numbering, lettering, or technical errors in a bill or resolution when it is in the possession of the Senate. The Committee shall report to the Senate the number of each bill corrected and the correction which was made under its direction. The report of a correction shall be maintained under the supervision of the Principal Secretary and be available for inspection by a legislator upon request and entered in the Journal of the Senate.

## **V. VOTING PROCEDURES**

36. (a) The President or Chair may state a question while sitting but shall rise to put the question as follows:

“As many as are in favor (as the question may be) vote yea”; (and, except in case of a record vote, after the affirmative vote is expressed) “As many as are opposed vote nay.”

(b) In any case in which a voice vote is taken and there is a reasonable doubt as to the result thereof, a division on the question shall be granted upon demand of any Senator, if the demand is made prior to a ruling by the Chair upon the vote by voice.

(c) If there is a doubt as to the prevailing vote or a division is called for, the Senate shall divide and those Senators voting in the affirmative of the question shall first rise from their seats and be counted, and afterward those Senators voting in the negative of the question shall rise from their seats and be counted.

(d) Upon a division and count of the Senate, on any question, a Senator who is not in the Chamber shall not be counted.

37. (a) A record vote is a vote taken and recorded through the use of electronic equipment.

(b) In all cases in which the vote of the members of the Senate is taken and recorded through the use of electronic equipment, a period of time immediately following the putting of the question shall be allowed for the casting of the vote. At the discretion of the President or Chair, the voting period shall be declared closed and the result of the vote shall be recorded and announced as recorded, and the official voting roll call sheet shall never in any way be altered or the vote recorded changed thereon.

(c) In the event of failure of the electronic equipment, a record vote shall consist of a calling of the roll and a recording of the yeas and nays.

(d) Notwithstanding subsection (b), if there is a discrepancy in taking or announcing a vote recorded through the use of electronic equipment and the vote is questioned prior to the call of the next bill for action, the President or Chair may make a ruling to treat the vote as irregular and void and the vote may be retaken or it may be corrected.

38. (a) If the Senate is equally divided and the President is presiding, then the President shall give the deciding vote.

(b) If the Senate is equally divided and the President is not presiding, then:



(1) for matters requiring a constitutional majority, Rule 81(c) shall apply; and

(2) for matters not requiring a constitutional majority, the matter shall fail to pass.

39. (a) No member shall vote for another member, nor shall any person not a member cast a vote for a member; provided, however, that

(1) the President Pro Tempore or other Senator may, when presiding, designate another Senator to cast a vote for the chair as directed; or

(2) in the event of a failure of the electronic equipment during a vote, the Chair shall ask the affected member(s) to stand and announce their vote. The Chair may then direct the reader to record the announced vote(s) from the reader's machine prior to closing the voting machine.

(b) In addition to such penalties as may be prescribed by law, any member who shall vote or attempt to vote for another member may be punished in such a manner as the Senate may determine.

(c) If a person not a member shall vote or attempt to vote for any member, the person shall be barred from the floor of the Senate for the remainder of the session and may be further punished in such manner as the Senate may deem proper, in addition to such punishment as may be prescribed by law.

## **VI. LEGISLATIVE PROCEDURE**

### **A. Form of Bills**

40. To be filed, a bill must have been reviewed by the Legislative Services Agency as to technical correctness, have attached a fiscal note prepared by the Legislative Services Agency, include a brief digest of the bill and be accompanied by a card addressed to the President Pro Tempore of the Senate, stating the subject matter of the bill and the committee assignment requested.

41. (a) Every bill and resolution filed shall be in a typewritten or printed form having no handwritten interlining or defacements of any kind, and drafted in a form prescribed by the Legislative Council.

(b) There shall be sufficient copies of the bill prepared for filing or pre-filing, one (1) of which shall be backed. The backed copy shall be the original bill.

(c) Every bill shall contain a title which shall express in concise terms the subject matter of the bill, but be in sufficient detail to acquaint the Senators with the general subject matter under consideration in the bill.

(d) Every amendatory bill shall cite the original act or code as last amended, and the sections of an act or code being amended shall be set forth and published in full length. The identification required by this Rule shall be made by citation reference.

(e) Every bill and resolution shall have one Senator designated as author or sponsor. In addition, every bill and resolution may have one Senator designated as second author or sponsor, one Senator designated as third author or sponsor, and any number of Senators designated as coauthors or cosponsors.

(f) Every bill and resolution shall be endorsed on the backing thereof with the name of the Senator offering the same.

(g) Prior to filing a Senate bill, the author of the bill shall obtain the verbal authorization of any Senator that is included on the bill as a second author, third author or coauthor when the bill is filed.

(h) Prior to announcing House sponsors, a Senator shall obtain the verbal authorization of any House member that is added as a sponsor or cosponsor of a Senate bill.

42. (a) Petitions, memorials and other papers, including congratulatory and other resolutions, addressed to the Senate may be presented by the President or any Senator.

(b) A petition, memorial, resolution or other paper shall be reported on by the committee to which it is assigned before it may be called for action, unless the President Pro Tempore designates it as eligible for immediate action.

43. Neither the printing contractor nor any subcontractor shall release information concerning bills or resolutions, their progress or work thereon, to any person not authorized by the President Pro Tempore of the Senate to receive such information.

## **B. Pre-filing, Filing, Introduction, First Reading and Committee Assignment**

44. Any member or member-elect of the Senate may on or after thirty (30) days prior to the convening of any regular or special session pre-file a bill, joint resolution, concurrent resolution, or simple resolution with the Principal Secretary for introduction.

45. (a) When filed with the Principal Secretary, simple and concurrent resolutions will be divided into one of the following three categories:

- (1) Special Resolutions.
- (2) General Resolutions.
- (3) Substantive Resolutions.

(b) Special Resolutions. Special resolutions are designated by the author or sponsor for presentation on the Senate floor subject to the following limitations:

- (1) A maximum of four special resolutions will be allowed to be presented during the first two weeks of session and during the first week after the midterm break each year.
- (2) A maximum of two special resolutions will be allowed to be presented each day the Senate is convened at all other times during session.
- (3) Each presentation shall be limited to a maximum of five minutes per resolution.
- (4) No Senator will be permitted to present more than one resolution per session day.
- (5) Additional limitations may apply during second and third reading deadlines and conference committees at the discretion of the President Pro Tempore.
- (6) Exceptions to the limitations set out in Rule 45(b) are subject to approval by the President Pro Tempore.

(c) General Resolutions. General resolutions may be designated by the author for presentation in one of the following ways:

- (1) Author to present the resolution in person to the constituent at the State House, but not on the Senate floor; or

- (2) Author to deliver the resolution to the constituent in person at some location outside the State House; or
- (3) Resolution to be mailed directly to the constituent on behalf of the author.

There is no limitation on the number of general resolutions that a Senator may file each session.

(d) Substantive Resolutions. Substantive resolutions are assigned to committee by the President Pro Tempore and are released on a file list. There is no limitation on the number of substantive resolutions that a Senator may file each session.

(e) When a House Concurrent Resolution is received by the Principal Secretary, it will be treated as a general resolution without presentation unless:

- (1) The Senate sponsor has notified the Principal Secretary's Office that the resolution is to be designated as a special resolution or a general resolution to be presented to the constituent in person at the State House and the Senate sponsor has scheduled the presentation; or
- (2) The President Pro Tempore designates the resolution to be substantive and assigns the resolution to committee.

46. A Senator must sign and deliver in person to the Principal Secretary's Office every bill or joint resolution to be filed or pre-filed by that Senator.

47. (a) Any bill or resolution may be withdrawn by the author as follows:

- (1) prior to the bill's release on a bill filing list, by written request to the Principal Secretary; or
- (2) after the bill's release on a bill filing list, by written request to the Majority Attorney's Office.

The records shall show such bill or resolution as having been withdrawn.

(b) In the event that the office of any member or member-elect who has pre-filed a bill or resolution shall become vacant for any reason prior to the first reading thereof, the bill or resolution shall be introduced in the names of the remaining second author and/or coauthors, if any. If a bill or resolution was pre-filed only by the member or member-elect whose

office is vacant, the bill or resolution shall be withheld from introduction and the records shall show the same as withdrawn prior to introduction.

48. (a) First regular session. During the first regular session, there shall be no limitation on the total number of bills or joint resolutions each Senator shall be permitted to file for introduction. Before January 8, each Senator may present an unlimited number of bills and joint resolutions to the Principal Secretary's Office for filing; however, beginning January 8 and continuing until the filing deadline at 4:00 p.m. January 10, no Senator shall file more than two (2) bills or joint resolutions per business day. During the two (2) per day limited filing period, each Senator shall be allowed to yield, in writing, the Senator's right of bill or joint resolution filing to another Senator.

(b) Second regular session. During the second regular session, each Senator shall be permitted to file for introduction no more than a total of ten (10) bills or joint resolutions, none of which may be vehicle bills. In addition, each Senator shall also be permitted to file two (2) bills recommended by interim study committees or statutory commissions and committees that shall not be counted toward the Senator's ten (10) bill filing limit. The President Pro Tempore shall be permitted to file twenty-five (25) vehicle bills and seven (7) vehicle joint resolutions. The Minority Leader shall be permitted to file fifteen (15) vehicle bills and three (3) vehicle joint resolutions. When reassigned, vehicle bills and vehicle joint resolutions shall not be counted toward a Senator's ten (10) bill filing limit. Beginning January 7 and continuing until the filing deadline at 4:00 p.m. January 9, no Senator shall file more than two (2) bills or joint resolutions per business day. During the two (2) per day limited filing period, each Senator shall be allowed to yield, in writing, the Senator's right of bill or joint resolution filing to another Senator. However, yields may not be used to increase the maximum aggregate number of bills an individual Senator may file.

49. (a) Whenever the President Pro Tempore of the Senate shall assign a filed Senate bill or joint resolution to a standing committee, the assignment shall be made within seven (7) calendar days following the last day for filing Senate bills and joint resolutions and shall cause the bill or joint resolution with the committee assignment to be set forth on a bill

filing list.

(b) All vehicle bills shall be referred to the Rules and Legislative Procedure Committee.

50. (a) Bills and joint resolutions will be introduced after assignment to a committee.

(b) Bills and resolutions are introduced when read for the first time.

(c) The first reading of a bill shall be for information, including the assignment to a committee by the President Pro Tempore.

51. Bills and resolutions pre-filed prior to a session or during recess after organization day may be assigned and released by the President Pro Tempore or President Pro Tempore-elect of the Senate to a standing committee for consideration and will be introduced the first or a subsequent day on which the Senate is convened.

52. Upon the assignment of a bill or resolution for committee consideration or the day of first reading, whichever occurs first, filed unbacked copies of a bill or resolution shall be distributed by the Principal Secretary as follows: one to the committee chairperson of the committee to which the bill is assigned and one to the Senate duplicating office. If approved by the President Pro Tempore, bills or resolutions may be distributed electronically.

### **C. Subject Matter**

53. No motion to amend, committee action, concurrence or conference committee action which seeks under color of amendment to substitute or insert subject matter not germane to that of the bill or resolution under consideration shall be in order. However, this Rule does not apply to House bills raising revenue and relating to other taxation matters. Substitution of new subject matter in accordance with Rule 66(b) is not a violation of this rule.

54. Any conference committee report not in accordance with Article 4, Section 19 of the Constitution shall be not in order.

### **D. Committee Meetings, Considerations and Reports**

55. The committees of the Senate shall perform such services and take into consideration all subjects and matters required of them by the

Senate.

56. (a) No standing committee or subcommittee, except the Rules and Legislative Procedure Committee and the Ethics Committee, shall meet, hear evidence, or take a vote on a bill or resolution assigned to the committee or subcommittee without at least forty-eight (48) hours notice to the public. The notice shall include the following:

- (1) Committee or subcommittee name.
- (2) Chairperson.
- (3) Time, day, date and place of meeting.
- (4) Number and subject matter of all bills and resolutions to be considered.

(b) The Chairperson or Subcommittee Chairperson, with the approval of the Committee Chairperson, is responsible for informing the Principal Secretary, in writing, of the intent to hold a hearing including all information required in the notice by Rule 56(a). The notice of the intent to hold a hearing may be submitted to the Principal Secretary by facsimile (“fax”) or other electronic means containing the handwritten signature of the Chairperson. If approved by the President Pro Tempore, an electronic signature PIN may be accepted.

(c) Senate committee and subcommittee schedules shall be posted prominently outside the Senate Chamber and may be posted publicly in electronic format for no less than forty-eight (48) hours before the meeting or hearing; provided, however, that the forty-eight (48) hour posting requirement shall not apply to the Rules and Legislative Procedure Committee and the Ethics Committee. Senate committee or subcommittee meetings to be scheduled for a Monday or Tuesday shall be posted before noon or prior to adjournment, whichever is later, on the preceding Friday; provided, however, that this posting requirement shall not apply to the Rules and Legislative Procedure Committee and the Ethics Committee.

57. (a) Except as provided in Rule 57(b), all standing committee and subcommittee meetings shall be open to the public. The Senate’s intent with this Rule is to provide public access to the legislative process without hindering, intimidating, or disrupting that process.

(b) The Ethics Committee may meet in executive session:

- (1) as provided in IC 2-2.2-3-6; or
- (2) under Rule 96 or 97 to consider the request of a Senator made under Rule 94.

58. No action shall be taken without a quorum of the committee. A quorum shall consist of a majority of the appointed members. Provided, however, that the Chairperson of the Rules and Legislative Procedure Committee may offer a committee report on behalf of said committee on only the Chairperson's signature.

59. When reporting on vehicle bills, the Rules and Legislative Procedure Committee shall not reassign a vehicle bill to another committee until the substance of the bill which is to be heard by a standing committee is amended into such vehicle bill.

60. When a bill or resolution is assigned to a standing committee the Senator introducing the same shall be a member of the standing committee during such committee's deliberations thereon, but shall have no power to act or vote on the bill or resolution unless the Senator is an appointed member of the standing committee.

61. Before being reported to the body of the Senate by the committee chairperson, all bills and resolutions must receive consideration by the standing committee, except bills and resolutions in possession of the Rules and Legislative Procedure Committee. The chairperson of the committee shall preside if present at the committee meeting. During any absence of the chairperson, the ranking member shall preside. If neither the chairperson nor the ranking member are present during the meeting, the chairperson shall designate another committee member to preside during their absence. However, the chairperson, or ranking member when presiding in the absence of the chairperson, may appoint another committee member as temporary chair of the committee while presenting their own bill to the committee for consideration.

62. (a) When a final vote is taken on a:

- (1) bill or joint resolution under consideration by a standing committee or subcommittee, the vote of each member of said standing committee or subcommittee shall be recorded and retained as a part of the record of the meeting; or



- (2) simple or concurrent resolution under consideration by standing committee or subcommittee, it shall be a voice vote unless a roll call vote is requested. If a roll call vote is taken, the vote of each member of said standing committee or subcommittee shall be recorded and retained as a part of the record of the meeting.

Prior to announcement of the final vote, a member may change the member's vote subject to the discretion of the Committee Chair. However, no vote may be changed after the final vote is announced.

(b) Records of committee votes shall be made available for the purpose of examination by other legislators, the news media, and the public in general as prescribed by the Rules and Legislative Procedure Committee.

(c) Voting by secret ballot is prohibited.

(d) The vote record shall be signed by the committee chairperson, ranking member, or the designated committee member who presided during the vote. An electronic signature PIN may be accepted.

63. (a) Except as provided in subsections (d) and (e), each member of the committee who is present, including the chairperson, shall cast a vote.

(b) No member of the committee shall cast a vote for another member; nor shall any person not a member of the committee cast a vote for a member.

(c) No proxy votes are ever in order.

(d) A member of the committee, by motion, may request to be excused from voting on an amendment, bill, or resolution because of a direct personal or pecuniary interest in the subject of the amendment, bill, or resolution that becomes evident during the committee hearing. Whether a Senator has a direct personal or pecuniary interest so as to be excused from voting on an amendment, bill, or resolution shall be decided by the committee chairperson, or in the chairperson's absence the ranking majority member.

(e) A member of the Senate Ethics Committee who has requested an advisory opinion from that committee is not required to vote on the matter which is the subject of the request.

64. (a) In the event of a tie vote on a vote for final committee recommendation, the chairperson may call for a vote at a later time. If the chairperson fails to call the bill or joint resolution down for a second vote by the committee report deadline, that exact language or substantially similar language shall be considered decisively defeated and shall not be considered again during the session.

(b) Whenever, on a vote for final committee recommendation, a particular bill or joint resolution receives a majority of votes against its passage, that exact language or substantially similar language shall be considered decisively defeated and shall not be considered again during the session.

(c) However, language in a bill or joint resolution that is defeated by a fiscal committee on recommit is not decisively defeated.

65. After a committee, other than the Rules and Legislative Procedure Committee, has had a bill under consideration for six (6) days (Sunday and the day of its introduction not included) the author of such bill or any member of the Senate shall have the right to call the attention of the Senate to such fact. A bill or resolution shall remain in the possession of the committee to which it was assigned unless two-thirds of the Senators elected shall vote to bring the bill or resolution to the floor. A bill or resolution brought to the floor by a vote under this Rule shall be considered by the Senate as if such bill or resolution had been reported without recommendation.

66. (a) The committee to which a bill shall have been assigned may report thereon with or without amendments, subject to the provisions of Rule 53.

(b) If the committee to which a bill is assigned reports thereon by substituting new subject matter, the bill must be accompanied by written consent, describing the change in subject matter, signed by the Senate first and second authors or Senate first and second sponsors of a House bill. If approved by the President Pro Tempore, an electronic signature PIN may be accepted. Upon adoption of the committee report, the bill shall be immediately referred to the Rules and Legislative Procedure Committee, and if approved, placed on a separate calendar under the separate heading "Rule 66(b) Bills". The new subject matter must comply with Article 4,

Section 19 of the Indiana Constitution, but is not required to be germane to the original bill; however, Rule 53 will apply to the bill as amended.

(c) The committee to which a simple or concurrent resolution shall have been assigned may report thereon at any time prior to adjournment sine die. Senate simple or concurrent resolutions may be reported with or without amendment. House concurrent resolutions may be reported only without amendment.

(d) The committee report shall be prepared by the Office of the Majority Attorney on prescribed forms and shall be signed by the committee chairperson, or in the chairperson's absence the ranking member, filed with the Principal Secretary not less than one (1) hour prior to the convening of the session day on which it is to be offered, and reproduced, with copies furnished to the Chairperson and Ranking Minority Member of the committee which reported the bill; provided, however, that this subsection shall not apply to reports of the Rules and Legislative Procedure Committee or the Ethics Committee. If approved by the President Pro Tempore, an electronic signature PIN may be accepted and committee reports may be filed and distributed electronically.

67. (a) A minority report may be filed on a bill or resolution if the committee to which the bill or resolution was assigned adopted a majority report on said bill or resolution.

(b) To be eligible for consideration, a minority report must be on prescribed forms and shall be signed by a member of the committee who voted against the majority report, filed with the Principal Secretary not less than one (1) hour prior to the convening of the session day on which it is to be offered, and reproduced with copies furnished to the President Pro Tempore, the Minority Leader, and the Chairperson and Ranking Minority Member of the committee which reported the bill. If approved by the President Pro Tempore, an electronic signature PIN may be accepted and a minority report may be filed and distributed electronically.

(c) A minority report may be made only if a majority report on the same bill or resolution is before the Senate.

(d) If a minority report be made, the question shall be upon concurring in the minority report, and if not concurred in, the question

shall then recur upon the majority report.

68. (a) After the assignment of, but prior to the filing of a committee report on, a bill or resolution, a committee which has the bill or resolution under consideration may include in the report a recommendation for reassignment of the bill or resolution to another committee.

(b) A bill or resolution may be reassigned at any time by the President Pro Tempore.

69. The Chairperson of a committee reporting on a bill or resolution may open and close the general debate thereon, if any, except when operating under the previous question.

70. (a) Every bill or joint resolution which a committee shall report with a recommendation for passage or shall report without recommendation, shall be printed at once unless already printed. Every bill or joint resolution upon which a divided committee report is made and the report recommending passage is adopted, shall likewise be printed at once unless already printed.

(b) The bill or joint resolution shall be printed in accordance with the style specified in Rule 41 and shall implement the committee report. The committee report shall be appended, except for bills in which the committee report substitutes entirely new language as allowed by Rules 53, 54, or 82(e), in which case reference may be made to the printing.

(c) Whenever a bill or joint resolution shall be reported so as to require a printing of the bill or joint resolution, the number of copies to be printed will be determined by the President Pro Tempore and no more than have been so directed shall be printed at once. One (1) copy of each bill or joint resolution so printed shall be distributed or made available to each Senator electronically and sufficient copies shall be deposited with and made available electronically to the Legislative Services Agency for distribution to the public. Any remaining copies shall be deposited with the Principal Secretary's Office for the use of the Senate.

## **E. Second and Third Reading of Bills**

71. The calendar prepared by the Principal Secretary's Office in accordance with Rule 25(b) shall be laid upon the desk of each Senator or made available electronically to each Senator at the beginning of each day

on which the Senate convenes and be made available to the public.

72. (a) Whenever a printed copy of a bill or joint resolution is released electronically on the website or laid on the desks of the Senators, whichever occurs first, said bill or joint resolution shall be deemed distributed. For electronic distribution to be completed effectively, an email must also be sent to all Senators, the Principal Secretary, and the Senate Majority and Minority Attorney's Offices notifying of the release of the bill or joint resolution on the website. However, the date of distribution, for purposes of determining eligibility for second reading, shall be the date printed on the front of the bill or joint resolution, not the date of actual receipt of the electronic or printed copy.

(b) No bill shall be read a second time until one (1) calendar day after the distribution date printed on the bill.

(c) A motion to place a bill back on second reading for purposes of amendment may be offered only by Senators whose name appears first on the backed original bill. However, if the first author or sponsor of a bill or resolution is absent from the floor, the second author or second sponsor may make the motion if permission of the first author or sponsor has been granted, either in writing or by oral communication verified by the President Pro Tempore or a member designated by the President Pro Tempore.

(d) Following the adoption of a motion to place a bill back on second reading for purposes of amendment, the Principal Secretary's Office shall list the bill on the calendar as eligible for second reading the next day the Senate is convened. Amendments to be offered to the bill when placed back on second reading may be filed on any day the bill is listed on the calendar under this subsection.

73. (a) A motion to amend a bill or joint resolution on second reading is in order only if the motion is reduced to writing, contains the original signature of the author of the motion, is filed with the Principal Secretary's Office not less than two and one-half (2 ½) hours before the convening time of the session on the day on which the bill or joint resolution is called for second reading. If approved by the President Pro Tempore, an electronic signature PIN may be accepted.

(b) If a motion to amend has been timely filed for a bill or joint

resolution eligible for call on a day the Senate is convened, but not distributed prior to convening that day, then the bill or joint resolution may not be called that day.

(c) This subsection applies to motions to amend that have been timely filed in correct form and distributed. When a duplicating error in a motion to amend is discovered after the bill is called, action on the bill may be suspended for not more than two (2) hours to allow for correction of the error and for distribution of corrected copies.

74. (a) If no amendments are made to a bill or joint resolution on second reading, the printed bill or joint resolution shall be used for the engrossed bill or joint resolution after each page thereof is duly authenticated by the engrossing clerk as to the correctness and genuineness of such page, and such printing so authenticated shall be the engrossed bill or joint resolution.

(b) If a bill or joint resolution is amended on second reading, the President Pro Tempore may order the entire bill or joint resolution to be reprinted as amended. If a bill or joint resolution is reprinted, such reprinted bill or joint resolution shall be used for the engrossed bill or joint resolution after each page thereof is duly authenticated by the engrossing clerk as to the correctness and genuineness of such page, and such preprinting so authenticated shall be the engrossed bill or joint resolution.

(c) If a bill or joint resolution is amended on second reading but is not ordered reprinted, the printed bill or joint resolution shall be used for the engrossed bill or joint resolution after each page thereof and each page of all amendments made thereto on second reading is duly authenticated by the engrossing clerk as to the correctness and genuineness of such page, and such printing and amendments thereto so authenticated shall be the engrossed bill or joint resolution.

75. (a) On the call of bills on second and third reading, no name of any Senator shall be called a second time until the entire roll has been called.

(b) A Senator may yield the right to call a bill on second or third reading when the Senator's name is called by stating the name of the Senator to whom the yield is given.

(c) No Senator shall call down more than one (1) bill on each roll

call unless a yield has been first obtained for each additional bill called.

(d) Upon request of the President Pro Tempore and with the consent of the body, bills on second and third reading may be called by numerical order.

76. Bills and resolutions shall be called for action only by Senators whose names appear first and second respectively on the backed original bill or resolution. If the first author or sponsor of a bill or resolution is absent from the floor, the second author or sponsor may make the call if permission of the first author or sponsor has been granted, either in writing or by oral communication verified by the President Pro Tempore or a member designated by the President Pro Tempore.

77. When any bill has been ordered reprinted under Rule 74(b), such bill shall not be eligible for call on third reading until such reprinted copies shall have been distributed to the Senators.

78. Unless the constitutional rule be suspended, no bill shall be called for third reading on the same day it shall have passed to engrossment.

79. (a) No Senate bill or joint resolution amending the Constitution shall be called for third reading after February 26 in the first session or February 4 in the second session.

(b) No House bill or joint resolution amending the Constitution shall be called for third reading in the Senate after April 16 in the first session or March 3 in the second session.

(c) No House bill or joint resolution amending the Constitution shall be received by the Senate after noon on the next business day following the House's third reading deadline established by the Rules for the Government of the House.

(d) The limitations set forth in this Rule shall not apply to bills concerning reapportionment and redistricting only.

80. (a) No motion shall be received to amend a bill on its third reading, unless it is signed by two-thirds of the Senators elected. If approved by the President Pro Tempore, electronic signature PINs may be accepted.

(b) This Rule shall not apply to any motion to amend which corrects technical or printing errors. A motion to amend a bill or joint resolution

on third reading shall be specifically designated “Technical Amendments”. All technical amendments shall be referred to the Rules and Legislative Procedure Committee without debate and said Committee shall have the right to report thereon at any time, and any such report shall be immediately disposed of by a majority vote of the Senators present and voting.

(c) This Rule shall not apply to any motion to commit the bill to a committee of one, consisting of the first or second author or sponsor, with specific directions to amend. A motion to commit to a committee of one must be made at the time a bill or joint resolution is called on third reading but prior to being placed on its passage. A motion to commit to a committee of one shall be referred to the Rules and Legislative Procedure Committee without debate, which may report on the motion at any time, and any such report shall be immediately disposed of by a majority vote of the Senators present and voting. If the Rules and Legislative Procedure Committee Report is adopted, then the committee of one shall report that it has amended the bill as directed and such report shall be disposed of by a majority vote of the Senators present and voting. The bill or joint resolution shall then be open for debate and placed upon its passage.

81. (a) When a bill or joint resolution shall have failed for want of a constitutional majority, but shall have received the affirmative vote of a majority of the Senators present (more yeas than nays, but less than 26 yeas), such bill or joint resolution may be called down by the author or sponsor for a second and final vote, without debate, on a subsequent day but within three (3) days that the Senate is convened following the initial vote. The call down of such a bill or joint resolution shall not be counted as a third reading call of the author or sponsor. The daily calendar shall list such bill or joint resolution at the beginning of the calendar, ahead of all other business, under the separate heading “Rule 81(a) Bills and Joint Resolutions” and shall note the session days remaining for action.

(b) When a bill or joint resolution shall have failed for want of a constitutional majority, but shall have received an equal number of affirmative votes and negative votes of the Senators present (the same number but less than 25 of each the yeas and nays), such bill or joint resolution may be called down by the author or sponsor for a second and



final vote, without debate, on a subsequent day but within three (3) days that the Senate is convened following the initial vote. The call down of such a bill or joint resolution shall not be counted as a third reading call of the author or sponsor. The daily calendar shall list such bill or joint resolution at the beginning of the calendar, ahead of all other business, under the separate heading “Rule 81(b) Bills and Joint Resolutions” and shall note the days remaining for action.

(c) When a bill or joint resolution shall have failed for want of a constitutional majority, but has received 25 affirmative votes and 25 negative votes of the Senators present, and the President of the Senate is not present to give the deciding vote, such bill or joint resolution may be called down by the author or sponsor for a second and final vote, without debate, on a subsequent day that the Senate is convened when the President of the Senate is present. The call down of such a bill or joint resolution shall not be counted as a third reading call of the author or sponsor. The daily calendar shall list such bill or joint resolution at the beginning of the calendar, ahead of all other business, under the separate heading “Rule 81(c) Bills and Joint Resolutions”. If the author or sponsor fails to call the bill or joint resolution down for a second and final vote by the deadline for third reading of bills under Rule 79, that exact language or substantially similar language shall be considered decisively defeated and shall not be considered again during the session.

(d) When a bill or joint resolution shall have failed for want of a constitutional majority (the initial vote), but shall have received the negative vote of a majority of the Senators present (more nays than yeas but less than 26 nays), such bill or joint resolution shall be in order for reconsideration on a subsequent day but within three (3) days that the Senate is convened following the initial vote. Once the bill is in order for reconsideration, any Senator of the prevailing (nays) side may, make a motion to reconsider the bill. The vote on such motion shall be without debate. If the motion to reconsider passes, the bill or joint resolution may be called down by the author or sponsor for a second and final at any time within the three (3) day period that the Senate is convened following the initial vote. This second and final vote on the bill shall be without debate. Only one motion to reconsider a bill or joint resolution shall be in order

during the session. The call down of such a bill or joint resolution shall not be counted as a third reading call of the author or sponsor. The daily calendar shall list such bill or joint resolution at the beginning of the calendar, ahead of all other business, under the separate heading “Rule 81(d) Bills and Joint Resolutions” and shall note the days remaining for action.

(e) Notwithstanding subsection (d), whenever a particular bill or joint resolution receives a constitutional majority of votes against its passage (26 or more nays), that exact language or substantially similar language shall be considered decisively defeated and shall not be considered again during the session.

(f) If the author or sponsor fails to call the bill or joint resolution down for a second and final vote within the three (3) day period provided in subsections (a), (b) and (d) of this Rule, that exact language or substantially similar language shall be considered decisively defeated and shall not be considered again during the session.

(g) Decisive defeat does not apply to the operating or construction budgets or to state revenue raising measures which may be brought before the Senate in the same or different bills until adopted.

(h) When a bill or joint resolution shall have failed for want of a constitutional majority, no motion to place the bill or joint resolution back on second reading for purposes of amendment shall be in order at any time unless:

(1) It is a House bill or House joint resolution that has not been amended in the Senate in committee or on the floor; and

(2) A motion requesting permission of the Senate to offer a motion to place the bill back on second reading for purposes of amendment is adopted by a majority of the Senators present and voting.

## **F. Concurrences, Dissents, and Conference Committees**

82. (a) In every case in which a Senate bill or joint resolution is returned from the House with House amendments, a motion to concur or a motion to dissent and appoint conferees may be filed by the first author

or by the second author with the first author's approval by written or oral communication and verified by the President Pro Tempore or member designated by the President Pro Tempore.

(b) A motion to concur or dissent shall be prepared by the Senate Attorneys' Offices, filed with the Principal Secretary's Office, reproduced and distributed to the Senators.

(c) A motion to concur shall not be acted upon until such motion has been filed with the Principal Secretary and distributed to the Senators at least four (4) hours before action is taken thereon.

(d) A motion to dissent is eligible for action immediately after being filed. A motion to dissent may be filed by the second author with the first author's approval by written or oral communication and verified by the President Pro Tempore or member designated by the President Pro Tempore.

(e) No Senate bill or joint resolution returned from the House with an amendment substituting therein new subject matter shall be acted upon by the Senate unless a written consent, describing the change in the subject matter, is signed by the first and second authors and is attached to the bill or joint resolution upon its return. If approved by the President Pro Tempore, an electronic signature PIN may be accepted. A bill or joint resolution containing a new subject matter and accompanied by the written consent of the first and second authors shall be referred to the Rules and Legislative Procedure Committee and, if approved in the form it returned from the House, placed on a separate calendar subject to the procedures in Rule 82(c) or 86(a), unless the new subject matter is removed.

83. Motions to concur in House amendments shall be rejected unless approved by a majority of the members elected and such majority shall be established by a roll call vote.

84. (a) If the Senate dissents in House amendments, the President Pro Tempore may appoint a conference committee, and if the House dissents in Senate amendments, the Speaker may request by the appointment of House conferees, that the President Pro Tempore appoint a conference committee.

(b) The Senate conference committee consists of two Senators, with

the first listed Senator being the Senate Chairperson. Advisors may be appointed at any time by the President Pro Tempore.

(c) Senate conferees may be changed or removed at any time by the President Pro Tempore, who shall give written notice to the Office of the Minority Leader of the change. If approved by the President Pro Tempore, notice may be transmitted electronically.

(d) The appointment of a conference committee and any change of conferees shall be reported by the President Pro Tempore to the Senate and posted prominently outside the Senate Chamber and may be posted publicly in electronic format.

85. (a) The Senate conference committee shall meet with a like committee of the House of Representatives to adjust the differences. At least three (3) conferees, including the chair, are required to establish a quorum.

(b) Conference committee meetings shall be open to the public, shall be held in the State House, and shall convene only after one (1) hour public notice which shall include:

- (1) Members of the conference committee
- (2) Chairperson of the conference committee
- (3) Time, day, date and place of meeting
- (4) Number and subject matter of the bills or joint resolutions to be considered.

(c) It shall be the responsibility of the chairperson of the conference committee on a Senate bill or joint resolution to advise the Office of the Majority Caucus Chair of the intent to hold a conference committee meeting and to provide said office with the information set forth in Rule 85(b).

(d) Notice of a conference committee meeting including all the information set forth in Rule 85(b) shall be posted prominently outside the Senate Chamber and may be posted publicly in electronic format and House Chambers for no less than one (1) hour prior to said meeting.

86. (a) Each report of a conference committee for the adjustment of differences between the Senate and House, together with a digest of the bill and the changes made, shall be reduced to writing, signed by the appointed conferees, reviewed by the Majority Attorney and Minority

Attorney, filed with the Principal Secretary's Office at least eight (8) hours before action is taken thereon, and distributed to the Senators at least four (4) hours before action is taken thereon. If approved by the President Pro Tempore, electronic signature PINs may be accepted.

(b) The four (4) appointed conferees must sign the conference committee report before said report will be accepted for filing. The conference committee report may only be carried for signature by members of the legislature or authorized staff of the Senate or House.

(c) All conference committee reports requiring title amendments shall be stamped "Title Amendment."

(d) No conference committee report shall be referred to the Senate until such time as it has been drawn or approved as to form by both the Majority Attorney and the Minority Attorney.

(e) Any conference committee report which contains subject matter not previously passed by at least one House shall be referred to the Rules and Legislative Procedure Committee; provided, however, this Rule does not apply to conference committee reports on the appropriation bills. If a conference committee report containing a subject matter not previously passed by at least one House is approved by the Rules and Legislative Procedure Committee, such report shall be placed on a separate calendar with the heading "Rule 86(e) Conference Committee Reports".

(f) No more than one (1) conference committee report on a bill or joint resolution shall be eligible for consideration at one time by the Senate.

(g) A conference committee report shall be called for action only by the first Senate conferee. If the first Senate conferee is absent from the floor, the second Senate conferee may make the call if permission of the first Senate conferee has been granted, either in writing or by oral communication verified by the President Pro Tempore or member designated by the President Pro Tempore.

(h) A conference committee report which is eligible for consideration may be withdrawn only with the approval of the Senate upon a written motion made by the first Senate conferee.

(i) In order to pass, a conference committee report must be approved by a majority of the members elected. Such majority shall be established

by roll call vote. A conference committee report that has not received a constitutional majority of votes against its passage (26 or more nays) may be called down at any time by the first Senate conferee for a second and final vote.

(j) Adoption of a conference committee report by the Senate may only be withdrawn when all of the following are met:

- (1) A joint agreement between the President Pro Tempore and the Minority Floor Leader that a clear error exists in the adopted conference committee report and withdrawal of the report is necessary to correct the error;
- (2) A written motion is offered by the first Senate conferee and approved by a majority of the members present and voting; and
- (3) The enrolled act has not yet been delivered to the Governor's Office.

(k) In the first regular session, no conference committee report is eligible for consideration after April 16, unless approved by the Rules and Legislative Procedure Committee.

(l) In the second regular session, no conference committee report is eligible for consideration after March 3, unless approved by the Rules and Legislative Procedure Committee.

(m) Upon recommendation of the Rules and Legislative Procedure Committee subsections (k) and (l) of this rule may be suspended as to a specific bill by the approval of a constitutional majority.

## **G. Enrollments**

87. (a) All bills passed by both Houses shall be printed in enrolled form and shall be certified as accurate by the first author of the bill, the President of the Senate, the President Pro Tempore, and the Principal Secretary. One copy of each enrollment shall be furnished to the author at the time of that certification.

(b) In the case of death or incapacity of the first author, the second author of the bill shall certify the bill as accurate, and sign on behalf of the first author.

## **H. Veto Overrides**

88. (a) This rule applies whenever a bill vetoed by the Governor is returned to the House in which the bill originated under Article 5, Section 14 of the Constitution of the State of Indiana.

(b) When a bill is returned under subsection (a) for reconsideration by the General Assembly as required by Article 5, Section 14 of the Constitution of the State of Indiana, the bill shall be placed on a separate calendar with the heading “Rule 88(b) Governor’s Veto” and called for action in the Senate by the President Pro Tempore of the Senate.

(c) During reconsideration of the bill, debate shall be allowed to the same extent as permitted for bills on second or third reading.

## **I. Construction of Rules: Definitions, Deadlines, Filing with Principal Secretary**

89. (a) In computing any period of time under these Rules, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included.

(b) Whenever a deadline date is specified in these rules, and that date falls on a Saturday, Sunday, or legal holiday, that deadline is extended to the next day that is not a Saturday, Sunday, or legal holiday.

(c) "Business day" means Monday through Friday except for legal holidays. Whenever a deadline is specified in these rules to require filing by a certain business day, the deadline shall be 5:00 P.M. on the business day unless otherwise specified by these rules.

(d) Whenever a deadline date is specified in these rules requiring action by the Senate on or before a certain date or prohibiting action after a certain date, the action shall be completed before midnight on the date specified.

(e) Whenever a document is required by these rules to be filed with the Principal Secretary, the document, to be timely filed, must be presented to and scanned or file stamped by the Principal Secretary before the deadline established by these rules. Filing of documents with the Principal Secretary by electronic means is not allowed unless expressly permitted by a Senate rule.

(f) Whenever a signature is required by these rules, if an electronic signature PIN is not expressly authorized by the rule, then acceptance of an electronic signature PIN is subject to the approval of the President Pro Tempore.

(g) Whenever the term "electronic signature PIN" is used in these rules, it is defined as a specialized four digit PIN code which represents a member's authorized signature.

(h) The Senate does not use the committee of the whole process on the Senate floor.

(i) For purposes of the Senate Rules, a document is considered filed electronically when the document meets all applicable requirements for filing established by these rules and it is submitted to the Principal Secretary's Office through the secure LSA INscribe system.

## **VII. ETHICS**

90. It is declared that high moral and ethical standards among State Senators are essential to the conduct of free government; that the Senate believes that a code of ethics for the guidance of State Senators will help them avoid conflicts of interest in public office, will improve standards of public service, and will promote and strengthen the faith and confidence of the people of Indiana. The code is intended to protect the individual Senators while providing guidelines for all members of the Senate.

Recognizing that service in the Indiana General Assembly is a part-time endeavor and that members of the General Assembly are individuals who are active in the affairs of their localities and elsewhere and that it is necessary that they maintain a livelihood and source of income apart from their legislative compensation, the following guidelines are adopted to assist the members in the conduct of their legislative duties.

91. A Senator who is offered:

(1) an economic or investment opportunity; or  
(2) a loan, gratuity, discount, favor, hospitality, or other goods or services; by a person, shall consider, in determining whether or not to accept the offer, whether the Senator's acceptance of the offer may affect the Senator's independent legislative judgment. In so considering, the



Senator shall take into account the following:

(A) whether the opportunity is being offered with the intent to influence the Senator's conduct in the performance of legislative duties; or

(B) whether acceptance of the offer would have a unique, direct, and material effect on the nonlegislative income of the Senator, a member of the Senator's immediate family or those of a partnership, corporation or business in which the Senator holds a legal or equitable interest.

Should the Senator determine that, by acceptance of the offer, the Senator's independent legislative judgment may be affected, the Senator shall refuse the offer.

92. A Senator who has a direct personal or pecuniary interest in a piece of legislation which is so substantial as to affect the Senator's independent legislative judgment is not precluded from participating in committee and floor debate on the legislation, if the Senator publicly proclaims that interest.

93. During the course of a legislative session, a Senator may be placed in a position where the Senator has the obligation to vote on legislation in which the Senator has a direct personal or pecuniary interest. In making this decision the Senator shall consider the following:

(1) Whether the Senator's interest in the legislation is so substantial as to affect the Senator's independence of judgment with respect to the legislation.

(2) To what extent the Senator's interest in the legislation mirrors the interest of the citizenry to which the Senator is directly responsible.

(3) The effect of the Senator's participation in the voting on the legislation on public confidence in the integrity of the legislature.

(4) The need of the Senator's particular contribution, such as special knowledge of the subject matter, to the effective functioning of the legislature.

(5) Whether the legislation would have a unique, direct, and material effect on the nonlegislative income of the Senator, a member of the Senator's immediate family or those of a partnership, corporation, or

business in which the Senator holds a legal or equitable interest.

94. A Senator may request the assistance of the Senate Legislative Ethics Committee (established pursuant to IC 2-2.2-3-1) in determining the propriety of the Senator's:

- (1) proposed acceptance of an offer;
- (2) participation in upcoming debate; or
- (3) participation in an upcoming vote.

95. Under Rule 94, the Senator shall:

(1) Prepare a written statement describing the matter requiring action or decision by the Senator and the nature of the Senator's potential conflict of interest; and

(2) Deliver a copy of the statement to the Chairman of the Senate Legislative Ethics Committee. If the Chairman is unavailable, a copy of the statement may be delivered to the President Pro Tempore.

96. If a Senator requests the assistance of the Senate Legislative Ethics Committee under Rule 94, and there is insufficient time to comply with Rule 95, the Senator shall orally inform the Chairman of the Senate Legislative Ethics Committee of the potential conflict. The matter shall then be immediately referred to the Legislative Ethics Committee for its recommendation. The Committee shall issue an oral recommendation to the Senator making the request as soon as possible after considering the request. The Committee shall follow the oral recommendation with a written report as required by Senate Rule 98.

97. The Legislative Ethics Committee shall meet as soon as possible and render an advisory opinion on the question raised. Should the committee vote result in a tie, the effect will be to make no recommendation.

98. The written report of the Legislative Ethics Committee shall be forwarded to the President Pro Tempore of the Senate and the Senate Minority Leader. Copies of the report and the written statement of the Senator making the request shall be maintained in the offices of the Secretary of the Senate and the Minority Attorney. The committee's written report and the written statement of the Senator making the request under Rule 95 shall remain confidential unless the Senator making the request consents to their disclosure.

99. In addition to any meetings held under Rule 97, the Senate Legislative Ethics Committee may: (1) meet and recommend amendments to the code of ethics for the Senate pursuant to IC 2-2.2-3-4 and (2) act upon a complaint, received by the Chairman or the Vice Chairman of the Senate Legislative Ethics Committee pursuant to IC 2-2.2-3-5, from any person alleging misconduct, a violation of state law, or a violation of this code of ethics, including a complaint of sexual harassment or retaliation, by a member of the Senate. The Chairman or Vice Chairman shall promptly provide a copy of the complaint to the President Pro Tempore of the Senate or, if the President Pro Tempore is the subject of the complaint, to the Majority Caucus Chair. A President Pro Tempore of the Senate who is the subject of a complaint may not participate in a matter within the scope of a complaint, except as a respondent. An ethics committee member may not participate in any matter in which the committee member is involved, except as a respondent.

100. The following definitions apply throughout Rules 99 through 105:

(1) "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by a Senator when:

(A) submission to or rejection of the conduct or silence concerning the conduct is:

(i) made either explicitly or implicitly a condition of an individual's employment or an individual's performance as an independent contractor under a contract with the legislative branch of Indiana state government;

(ii) used as the basis for employment or other contract decisions with the legislative branch of Indiana state government; or

(iii) made either explicitly or implicitly a condition for or used as a basis for decisions concerning support of or opposition to legislative initiatives, access to a legislator, or other opportunities related to the functions of the legislative branch of Indiana state government;

(quid pro quo violation); or

(B) the conduct is sufficiently severe, persistent, or pervasive and objectionable that it interferes with or limits an individual's ability to participate in or benefit from the legislative or work programs or activities of the legislative branch of Indiana state government (hostile environment violation).

(2) "Internship" refers to a paid or an unpaid temporary position designated by the House of Representatives, the Senate, a caucus in the House of Representatives or Senate, or another agency in the legislative branch of Indiana state government as an internship or fellowship.

(3) "Protected activity" means the following:

(A) Opposing sexual harassment.

(B) Making a charge or testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing concerning sexual harassment with an officer or entity with authority over sexual harassment.

The term does not include conduct taken in bad faith or intentionally, knowingly, or recklessly providing false information or testimony.

(4) "Retaliation" refers to a Senator knowingly or intentionally threatening to take, taking, or causing another to take an adverse action that interferes with or limits an individual's employment or ability to participate in or benefit from the legislative or work programs or activities of the legislative branch of Indiana state government because the individual proposes to engage or engaged in protected activity. The term does not include conduct that is generally accepted as a regular and necessary part of the legislative process. With respect to an employee of the legislative branch of Indiana state government, the term refers to retaliation that would constitute a violation of Section 704 of Title VII of the federal Civil Rights Act of 1964, as amended (42 U.S.C. 2000e-3).

101. (a) Neither sexual harassment nor retaliation in any form are tolerated by the Senate.

(b) A Senator violates this code of ethics if, after a written copy of this subsection is provided to the Senator, the Senator knowingly or intentionally engages in sexual intercourse or other sexual conduct (as

defined in IC 35-31.5-2-221.5) with an individual who is participating in a paid or an unpaid internship with the Senate, the House of Representatives, or another agency within the legislative branch of Indiana state government, regardless of whether the individual consents to the conduct or the conduct occurs outside of the legislative work environment. This subsection does not apply to a Senator's own spouse.

(c) Upon the filing of a complaint, the Senate Legislative Ethics Committee shall conduct a prompt, thorough, and impartial review as is appropriate for the subject of the complaint.

(d) The Senate Legislative Ethics Committee may:

(1) investigate and consider other conduct that is not in the original complaint if additional information is brought to its attention that indicates that a pattern of sexual harassment or retaliation may exist;

(2) review unwelcome conduct of a sexual nature to address the conduct before it rises to the level of sexual harassment; and

(3) delegate any part of the investigation to one (1) or more members of the Committee, other than a waiver of confidentiality and a final determination concerning a complaint, and may obtain the assistance of other individuals with appropriate training or experience.

(e) The identity of an individual who submits a complaint, a witness who provides information regarding a complaint (experienced or observed), and the individual experiencing sexual harassment, retaliation, or any other violation of Rule 101 (if different), must be kept confidential to the extent possible, consistent with a thorough and impartial investigation. Any information gathered as part of an investigation must be kept confidential to the extent possible consistent with a thorough and impartial investigation.

102. (a) Complainants, witnesses, and individuals experiencing sexual harassment, retaliation, or any other violation of Rule 101 (if different) must be protected from retaliation by employees of the legislative branch of Indiana state government and Senators.

(b) The President Pro Tempore of the Senate (or the Majority

Caucus Chair if the President Pro Tempore is the subject of a complaint) may at any time take appropriate emergency corrective action to protect individuals from retaliation and further sexual harassment or other misconduct of a sexual nature pending resolution of the matter.

103. If the Senate Legislative Ethics Committee finds, by competent and substantial evidence, that a Senator has engaged in sexual harassment, retaliation, or any other violation of Rule 101, the President Pro Tempore of the Senate (or the Majority Caucus Chair if the President Pro Tempore is found to have engaged in sexual harassment, retaliation, or any other violation of Rule 101) shall promptly implement appropriate and proportionate action to protect individuals from retaliation and further sexual harassment or other misconduct of a sexual nature by the Senator, and the Senate may exercise any of its authority under the Constitution of the State of Indiana to discipline the Senator upon the filing of a motion or resolution introduced by a member of the Senate Legislative Ethics Committee.

104. If a motion or resolution is filed pursuant to Rule 103, the final report of the Senate Legislative Ethics Committee becomes a public record and may be the basis for disciplinary action. However, the Senate Legislative Ethics Committee may redact the name of any complainant, witness, internship participant, or target of sexual harassment and shall redact the name of any individual who is less than eighteen (18) years of age.

105. In addition to the sexual harassment training required under IC 2-2.2-3-9, each member of the Senate Legislative Ethics Committee shall complete specialized instruction approved by the President Pro Tempore related to receiving, investigating, and evaluating sexual harassment and retaliation complaints that is appropriate for their duties.